

**HOURLY PAID LECTURERS**

**GUIDANCE NOTE FOR EXECUTIVE DEANS AND HEADS OF SCHOOL**

**(Guidance issued 18 September 2017)**

**GUIDANCE NOTE FOR EXECUTIVE DEANS AND HEADS OF SCHOOL – 2017/18**

This Guidance note is intended to brief Executive Deans and Heads of School on the new approval process for hourly paid Lecturers (sometimes referred to as Part-time Lecturers or Casual Teaching Assistants). The new arrangements apply from academic year 2017/18

This Guidance note also includes information on alternatives to the ‘taxi-rank’ principle that has been used in previous years.

1. ***How do I request an allocation of hours?***

Prior to academic year 2017/18 there were two sources for an allocation of hours; a central allocation from the PVC (Education) at the start of the year and additional hours that could be allocated in–year by Human Resources to cover sick leave, maternity leave and other vacancies. From 2017/18 all requests for an allocation of hours should be sent to the Executive Dean. The PVC (Education) will not be making a central allocation and the approval of Human Resources is not required for in-year allocations to cover vacancies.

**You must request an allocation of hours from the Executive Dean before offering an hourly paid engagement to one of the individuals on the Faculty Register of Hourly Paid Lecturers.**

You should make your request by email to your Executive Dean. A sample email is attached as appendix one.

1. ***How many hours can I request?***

You can request a maximum of 120 hours per vacancy per semester? Please note that this is a maximum rather than an automatic entitlement.

When making your request to the Executive Dean for an allocation to cover a vacancy, please stipulate the number teaching hours the previous postholder is timetabled to deliver.

1. **Who can be offered an hourly paid engagement?**

Hourly paid engagements can only be offered to individuals on the Faculty Register of Hourly Paid Lecturers. Guidance notes and eligibility criteria for individuals who wish to join the Register are available on the Human Resources section of the website.

1. ***How many hours can be offered to an individual on the Register?***

If you wish to engage a casual hourly paid lecturer the maximum number of hours that you can allocate is 120 per academic year.

1. ***What is the ‘taxi rank’ principle?***

The ‘taxi rank’ principle is a mechanism to ensure that ‘casual’ engagements genuinely are ‘casual’ (i.e. they do not follow a regular, frequent or established pattern). The ‘taxi-rank’ principle involves allocating engagements on a rotational basis to individuals on the Faculty Register i.e. the first engagement is offered to an appropriately qualified person at the top of the Register and then that person moves to the bottom of the Register. A ‘casual’ engagement is generally for one semester only. Where an engagement requires a regular, frequent or established pattern it is not appropriate to issue a casual contract.

1. ***Are there alternatives to using the ‘taxi rank’ principle if I need to engage a person for two or more semesters?***

Yes. It is possible to engage a person for two or more semesters but it is not appropriate to issue that person a ‘casual’ contract. You may wish to consider making a request to the Executive Dean to engage the person on a fixed-term ‘annualised hours’ contract. An ‘annualised hours’ contract is an hourly paid contract rather than a salaried position. If for example you wish to engage a person to work 65 hours per semester, for two semesters per year for the next two years, you would request permission from the Executive Dean to issue a fixed-term annualised hours contract for two years for 130 hours per year.

**Please note that where a person has been on annualised hours for more than four years and has had more than one contract, s/he may request a permanent annualised hours contract.**

If you wish to engage a person from the Faculty Register on a fixed-term annualised hours contract rather than a ‘casual’ contact you should make your request by email to your Executive Dean. A sample email is attached as appendix two. If you obtain the approval of the Executive Dean you should complete the proforma available on the HR section of the website (please note that the proforma for a fixed-term annualised hours contract is not the same as the proforma for a ‘casual’ engagement)

1. ***Is it possible to issue an ‘annualised hours’ contract for a set number of hours and then increase the number of hours ‘in-year’?***

Yes, this is possible. You would of course need the approval of the Executive Dean to increase the number of hours.

1. ***Can I make a request to the Executive Dean for a permanent annualised hours contract?***

Yes. In a situation where you believe you have a need for annualised hour over a period of more than four years you should consider making a request to the Executive Dean to issue a permanent annualised hours contract.

1. ***Can I issue a ‘zero-hours’ contract?***

No. The University does not use ‘zero hours’ contracts.

1. ***I am not sure whether to request a ‘casual contract’ or a fixed-term ‘annualised hours’ contract. Is there anyone who can advise me?***

Yes, you should speak to your HR Business Partner. Your HR Business Partner will advise you on the appropriate contractual arrangement given the particular circumstances of the vacancy.

1. ***When I have the approval of the Executive Dean how do I arrange for a contract to be issues to a person from the Faculty Register?***

You need to complete the proforma. The proformas for ‘casual’ and ‘fixed-term’ contracts are available from the HR section of the website.

1. ***Is it possible to pay a Casual Hourly Paid Lecturer through another company?***

This will depend on the relationship between the Company and the Casual Hourly Paid Lecturer. If the Casual Hourly Paid Lecturer is an employee of the Company it should be possible to enter into a contract for services with the Company. If however the Casual Hourly Paid Lecturer is a ‘sole trader’ it is unlikely that it will be possible to pay the Lecturer through the Company account due to HMRC regulations. Your HR Business Partner would be happy to provide further information in relation to this matter.

**If you have any other questions in relation to Hourly Paid Lecturers, please speak to your HR Business Partner.**

**APPENDIX ONE**

1. **SAMPLE EMAIL FROM HEAD OF SCHOOL TO EXECUTIVE DEAN TO REQUEST AN ALLOCATION OF HOURS.**

**Dear Executive Dean**

As you are aware Dr Smith is currently on long-term sick-leave. Dr Smith is scheduled to deliver 88 hours of teaching in semester two. Could I please request an allocation of 88 casual hours?

If this request is approved I will allocate these casual hours to Dr Bell who is on the Faculty Register of Casual Hourly Paid Lecturers.

Regards

**Head of School**

1. **SAMPLE EMAIL FROM HEAD OF SCHOOL TO EXECUTIVE DEAN TO REQUEST PERMISSION TO ENGAGE A PERSON ON A FIXED-TERM ANNUALISED HOURS CONTRACT RATHER THAN A CASUAL CONTACT.**

**Dear Executive Dean**

As you know we have a requirement on the ABCD course for specialist teaching. There is a need for 70 hours in semester one and 65 hours in semester two and this will be the case for the next two years. I need the same person to be delivering this teaching as it is important that s/he develops a strong relationship with the students. This does not satisfy the University’s regulations in relation to casual hourly paid teaching and therefore I would request your permission to engage a Lecturer on a fixed-term annualised hours contract for 135 hours per year. The duration of the fixed-term contract will be two years.

If this request is approved, I will allocate the fixed-term annualised hours contract to Dr Jones who is on the Faculty Register of Casual Hourly Paid Lecturers.